

## **Bank ABC Candidate Privacy Notice**

This Candidate Privacy Notice (the "Notice") explains how Arab Banking Corporation (B.S.C) and its subsidiaries, affiliates, and related entities (collectively "Bank ABC", "we", "us") collect and process personal data of candidates applying for employment with us.

This Notice describes:

- the categories of personal data that we collect;
- how we use your personal data;
- how we secure your personal data;
- your rights regarding the personal data that we hold about you, including how you can access, correct, and request erasure; and
- when we may disclose your personal data to third parties.

### **Your Data Controller**

Your data controller is the Bank ABC entity responsible for your personal data with which you have applied for a job or established a relationship, inclusive of interactions facilitated through our digital platform.

We will process your personal data only in accordance with this Notice unless otherwise required by applicable law. We take steps to ensure that the personal data which we collect about you is adequate, relevant, not excessive, and processed for limited purposes.

### **About Bank ABC Group**

Bank ABC Group comprises Arab Banking Corporation (B.S.C.) and its wholly or partially owned entities:

- Arab Banking Corporation (B.S.C.), Diplomatic Area, P.O. Box 5698, Manama, Kingdom of Bahrain.
- Bank ABC Islamic Bank ABC Tower, Diplomatic Area, P.O. Box 2808, Manama, Kingdom of Bahrain.
- Bank ABC (DIFC Branch), Unit C1203, Level 12 Burj Daman, Dubai International Financial Centre, P.O. Box 507311, Dubai, United Arab Emirates.
- Bank ABC (New York Branch) 140 East 45th Street, New York, NY 10017.
- Bank ABC (Singapore Branch), 9 Raffles Place, #40-01, Republic Plaza, Singapore 048619.
- Bank ABC (London Branch), House, 1-5 Moorgate, London EC2R 6AB United Kingdom.
- ABC International Bank pls, House, 1-5 Moorgate, London EC2R 6AB United Kingdom.
- ABC International Bank plc (Turkey Branch), Eski Buyukdere Cad. Ayazaga Yolu Sk. Iz Plaza.
- Arab Banking Corporation SA, 8 rue Halévy, 75009 Paris, France.
- Bank ABC Algeria, PO Box 367, 38 Avenue des Trois Frères, Bouadou Bir Mourad Rais, Algiers, Algeria.
- Bank ABC Egypt, Street 90 (North) Plot Number: B-39, Fifth Settlement, New Cairo, Egypt.
- Bank ABC Jordan, 38 Abdul Rahim Al-Waked Street, Shmeisani, Amman, Jordan.
- Bank ABC Tunisia, ABC Building, Rue du Lac d'Annecy, Les Berges du Lac, 1053 Tunis.

### **What personal data do we process?**

For the purposes of this Notice, personal data means any information about an identifiable individual (i.e., a Bank ABC job candidate) collected in connection with the recruitment process. We may collect personal data directly from you, as a candidate for employment with us, or may receive personal data from third parties, for example, in connection with a background employment check.

We may collect, store, and process the following categories of personal data:

Type of Activity	Type of Personal Data
<b>CV and Application Review</b>	<ul style="list-style-type: none"><li>- Information submitted as part of your CV and application submission.</li><li>- Physical and electronic address details (e.g., telephone number, email and/or postal address, and business telephone number).</li><li>- Education and employment information (e.g., remuneration at your current employer, employment dates with your current and past employers, position information such as position title, and language skills).</li><li>- Any additional information that is shared with us via your CV, cover letter, or application form.</li></ul>
<b>Interview</b>	<ul style="list-style-type: none"><li>- Interview performance evaluation and scores (e.g., recordings of any video interviews in which you participate).</li><li>- Electronic and physical communication information, including but not limited to in and outbound emails including attachments and phone conversations.</li><li>- Anything you choose to submit in support of your application.</li></ul>
<b>Pre-employment Check</b>	<ul style="list-style-type: none"><li>- Personal details and identification information (e.g., date of birth, nationality, picture, gender, ID card, passport numbers and other national ID numbers as required, and immigration status).</li><li>- Information about you that we are obliged to process for regulatory and governmental authorities (e.g., medical checkup, visa application, criminal clearance report, credit report, Central Bank Forms etc.).</li><li>- Any verifications of the information you shared with us.</li></ul>
<b>Technical and Behavioral Testing</b>	<ul style="list-style-type: none"><li>- Where relevant, results of technical and behavioral testing and information about personality traits such as data collected to assess a candidate's suitability.</li></ul>
<b>Travel Booking</b>	<ul style="list-style-type: none"><li>- Where relevant, information about you in connection with your travel booking.</li></ul>

#### **How do we collect this personal data?**

- **Directly from you**, through the completion and submission of online application forms and profiles, through curriculum vitae, or through interviews or other means of communication.
- **From third parties**, such as recruitment agencies that you used to apply with, existing Bank ABC employees who refer you for roles with us, your references, background check providers and other administration services providers.
- **From publicly available sources**, where allowed by law, such as employment-orientated social networking sites and job boards, sanction screening agencies.

#### **Can you share third party information with us?**

If you intend to provide us with information about your family or any other third party as part of your application (e.g., referees), you must first:

- (a) inform the relevant individuals that you will disclose their personal data to us; and
- (b) provide them with a copy this Notice.

Failure to do so will prevent us from processing their personal data and may affect our ability to accomplish the purposes stated in this Notice.

### **What do we do with your personal data?**

We only process your personal data where applicable law permits or requires in connection with carrying out our application and recruitment process, such as:

<b>Type of Activity</b>	<b>Purpose of Personal Data Processing</b>
<b>Recruitment</b>	<ul style="list-style-type: none"><li>- Identifying and evaluating candidates for employment with us, including assessing skills, qualifications, and interests for the purposes of determining suitability for the position for which you have applied.</li><li>- Verifying your information and carrying out employment, background, and reference checks, where applicable, subject to your consent where required by applicable law.</li><li>- Communicating with you about the recruitment process and your application.</li></ul>
<b>Pre-employment</b>	<ul style="list-style-type: none"><li>- Preparing for and entering a contractual employment relationship such as offer approvals and the carrying out of background checks as part of the employee onboarding process, including checking for any existing or potential conflicts of interest or any other restrictions which may otherwise restrict or prevent your employment with us.</li><li>- Setting up internal profiles, collecting information required to complete employee onboarding.</li><li>- Creating and submitting reports as required by applicable laws or regulations.</li><li>- Assisting in managing external providers involved in the onboarding process (e.g., insurance companies, pension funds, etc.).</li></ul>
<b>Other purposes</b>	<p>In addition to using your personal data for the position for which you have applied, we may retain and use your personal data to:</p> <ul style="list-style-type: none"><li>- inform you about and consider you for other positions that may be appropriate for you with your consent;</li><li>- keep records related to our hiring processes, for only as long as appropriate under the circumstances;</li><li>- comply with our legal, regulatory, or other corporate governance requirements;</li><li>- prevent fraud;</li><li>- ensure network and information security, including to prevent unauthorized access to our computer and electronic communications systems and to prevent malicious software distribution; and</li><li>- keep your application data on file so that we can consider you for future roles and opportunities.</li></ul>

We will process your personal data only for the purposes for which it was collected.

### **Do we collect any special categories of personal data?**

Where allowed by law, we may collect and process the following special categories of personal data when you voluntarily provide them, or we receive them from a third party, where relevant for a particular position, to carry out our obligations under employment law, or as applicable law otherwise permits:

- religion and race/ethnic origin to administer and apply for visas/residency for employees and their families;
- data concerning health or disability to comply with the mandatory pre-employment health check requirements, determine appropriate workplace accommodations and evaluate fitness for a particular position; and
- previous criminal charges or convictions as part of employee due diligence screening.

Where we have a legitimate need to process special categories of personal data about you for purposes not identified above, we will only do so after providing you with notice and, if required by law, obtaining your prior express written consent.

### **Do we share your personal data?**

We may share your personal data within Bank ABC Group where necessary to process your application.

We will only disclose your personal data to third parties where required by law or to our third-party service providers who require such information to assist us with various services, including, but not limited to:

- obtaining employment verification;
- obtaining background checks;
- providing professional advice; and
- providing data storage or hosting.

These third-party service providers may be located outside of the country in which you live or the country where the position you have applied for is located.

We require all our third-party service providers, by written contract, to implement appropriate security measures to protect your personal data consistent with our policies and any data security obligations applicable to us. We do not permit our third-party service providers to process your personal data for their own purposes. We only permit them to process your personal data for specified purposes in accordance with our instructions.

We may also disclose your personal data to comply with legal obligations or valid legal processes or court orders. When we disclose your personal data to comply with a legal obligation or legal process, we will take reasonable steps to ensure that we only disclose the minimum personal data necessary for that specific purpose and in that specific circumstance.

The personal data transferred within, or outside Bank ABC is in some cases also processed in other countries. We only transfer your personal data abroad to countries which are considered to provide an adequate level of data protection, or in the absence of such legislation guaranteeing adequate protection, based on appropriate safeguards (e.g., Data Processing Agreements) provided by local applicable law.

### **Is your data secure with us?**

We are committed to ensuring that your personal data is safe and take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Notice. We have implemented appropriate physical, technical, and organizational security measures designed to secure your personal data against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, we limit access to your personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

### **How long do we keep your personal data?**

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected or to comply with legal, regulatory, or internal requirements, whichever is longer. If consent was provided, personal data relating to unsuccessful applicants for roles with Bank ABC is kept for 24 months for other suitable roles consideration.

If your application is successful, your application and supporting documentation will be retained as part of your employment record.

### **Your Rights**

Subject to applicable laws in your jurisdiction, you may have certain rights in relation to your personal data, including the right to:

- access and to obtain a copy of your personal data as processed by Bank ABC;
- request the correction of your personal data, if you believe that any information which we hold about you is incorrect or incomplete;

- object to processing of your personal data causing material of moral damage;
- object to processing based on automated decision making;
- request the discontinuance of collection, use, storage, transfer or other processing of your personal data as described in this Notice;
- object to the collection, use, storage, transfer or other processing of your personal data as described in this Notice;
- request restriction on the processing of your personal data;
- request erasure of your personal data; and
- withdraw your consent where Bank ABC has obtained your consent to process personal data (without this withdrawal affecting the lawfulness of any processing that took place prior to the withdrawal).

We honour such requests, as required under applicable data protection laws, but these rights are not absolute, they do not always apply and exemptions may be engaged.

### **Personal Data Accuracy**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during the recruitment process.

### **Data Protection Officer**

We have appointed a Data Protection Officer (the "DPO") to oversee compliance with this Notice. If you have any questions about this Notice or how we handle your personal data, please contact the DPO at: [groupdataprotection@bank-abc.com](mailto:groupdataprotection@bank-abc.com).

If you are unsatisfied with our response to any issues that you raise with the DPO, you may have the right to make a complaint with the data protection authority in your jurisdiction by contacting the Data Protection Authority.

### **Changes to This Privacy Notice**

This Privacy Notice was last updated in July 2025.